



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

March 30, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **APPOINTMENT AND SALARY FOR DIRECTOR OF PERSONNEL (3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Appoint Lisa M. Garrett as the Director of Personnel effective March 30, 2010.
2. Approve an annual salary of \$223,088 for Lisa M. Garrett, which will also be effective March 30, 2010.
3. Instruct the Chief Executive Officer to execute an at-will employment contract which is approved as to form by County Counsel.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Ms. Garrett has served as Acting Director of Personnel, Department of Human Resources (DHR) since April, 2009. In her capacity as Acting Director of Personnel, she has directed Department of Human resources staff through several significant projects, such as development of a certified training course for Exam Analysts in all County departments; implementation of a pilot project to streamline the exam and classification processes; establishment of a metrics program to collect data to measure and improve DHR performance and service delivery; development of Return-to-Work guidelines for department heads; countywide review of Civil Service advocacy staffing and outcomes of cases by department; implementation of a Countywide Dress Code policy and near completion on a Countywide Student Worker policy; development of Legal Exposure and Risk Reduction Training; implementation of the new employee benefits portal; and other major projects. In addition, she led her department through development of a new departmental strategic plan which emphasizes customer service, streamlining and process improvements, succession planning, accountability through performance measurement, improved recruitment, and realigned structure to improve DHR leadership.

*"To Enrich Lives Through Effective And Caring Service"*

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Prior to her appointment as Acting Director of Personnel, Ms. Garrett was the Chief Deputy Director of the Child Support Services Department. In that role, she was responsible for assisting the department head in planning, directing and evaluating the day to day operations of the department, including an annual budget of \$189 million. She assisted the department head in developing and implementing strategies for department program improvement and program compliance with state and federal statutory and regulatory laws. She directed the civil and criminal legal activities of the department and managed the legal staff of 113 attorneys. Prior to that, she worked for the District Attorney beginning in 1994, where she litigated child support matters, negotiated settlements, conducted legal research, prepared motions and declarations and served as calendar deputy.

Given Ms. Garrett's extensive experience in the County, and the significant changes she has already made in her brief tenure as the Acting Director of Personnel, and the enthusiasm and energy she has brought, it is recommended that the Board of Supervisors appoint Lisa M. Garrett as the Director of Personnel effective March 30, 2010, with an annual salary of \$223,088.

#### Implementation of Strategic Plan Goals

This appointment is in conformance with the County of Los Angeles Strategic Plan's Operational Effectiveness Goal and will ensure improvement of work force excellence in the County.

#### **FISCAL IMPACT/FINANCING**

The recommended salary will be paid from existing funds in the Department of Human Resources' budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended salary will provide appropriate compensation to Ms. Garrett to perform the duties of the Director of Personnel.

#### **IMPACT ON CURRENT SERVICES**

Implementation of this recommendation will provide continued leadership for the Department of Human Resources and all human resources functions countywide.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:EFS:ef

c: Auditor-Controller  
Executive Office, Board of Supervisors  
County Counsel  
Department of Human Resources